

DEPARTMENT OF THE ARMY
Corps of Engineers, Omaha District
215 North 17th Street
Omaha, Nebraska 68102-4978

NWO-C 1-98-1

CENWO-RM-B

Circular
No. 1-98-1

30 September 1998

EXPIRES 30 SEPTEMBER 1999
ADMINISTRATION
INSPECTIONS AND VISITS

History. This circular provides the FY 99 & FY 00 command inspection schedule as required by DM 1-1-4.

Summary. This circular is applicable to construction and operations field offices.

1. References.

- a. AR 1-201, Army Inspection Policy.
- b. DM 1-1-4, Administration Inspections and Visits.

2. General.

a. Appendix A provides the FY 99 & FY 00 schedule of field office command inspections.

b. Appendix B provides a list of areas of interest for inspection for construction activities. Appendix C provides a list of areas of interest for inspection for operations activities.

c. The command inspection team leader is responsible for notifying the field office of specific inspection dates. Such notification will occur at least six weeks in advance of selected dates. The team leader is also responsible for providing a list of the specific areas of interest subject to inspection. This may be accomplished by annotating a copy of appendix B or C and sending it to the field office.

FOR THE COMMANDER;

3 Appendices
APP A – Schedule
APP B – Subject Areas for
 Insp – Construction
APP C – Subject Areas for
 Insp – Operations
DISTRIBUTION: D

/s/
BRYAN S. VULCAN
LTC, EN
Deputy Commander

Appendix A
U.S. ARMY ENGINEER DISTRICT, OMAHA
COMMAND INSPECTION PROGRAM SCHEDULE

	FY 99				FY 00			
Construction Activities	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
Badger Area Office	___	___	___	___	<u>_x_</u>	___	___	___
Black Hills Area	___	___	___	___	___	___	<u>_x_</u>	___
Fort Crook Area	___	___	<u>_x_</u>	___	___	___	___	___
Rocky Mountain Area Ofc	<u>_x_</u>	___	___	___	___	___	___	___
Operations and Maintenance Activities								
Fort Peck Project Office	___	___	<u>_x_</u>	___	___	___	___	___
Fort Peck Lake Office	___	___	<u>_x_</u>	___	___	___	___	___
Helena Montana Field Ofc	___	___	<u>_x_</u>	___	___	___	___	___
Garrison Project Office	___	___	___	___	___	___	<u>_x_</u>	___
Wehrspann Nebraska Ofc	___	<u>_x_</u>	___	___	___	___	___	___
Bismarck ND Office	___	___	___	___	___	___	<u>_x_</u>	___
Oahe Project Office	___	___	___	___	<u>_x_</u>	___	___	___
Pierre South Dakota Ofc	___	___	___	___	<u>_x_</u>	___	___	___
Big Bend Project Ofc	___	___	<u>_x_</u>	___	___	___	___	___
Fort Randall Project Ofc	<u>_x_</u>	___	___	___	___	___	___	___
Gavins Point Project Ofc	___	___	___	<u>_x_</u>	___	___	___	___
Missouri River Project Ofc	___	___	___	<u>_x_</u>	___	___	___	___
Tri-Lakes Project Ofc	___	___	___	___	<u>_x_</u>	___	___	___
Cheyenne Wyoming Ofc	___	___	___	___	<u>_x_</u>	___	___	___
Kearney Nebraska Ofc	___	<u>_x_</u>	___	___	___	___	___	___

APPENDIX B
U.S. ARMY ENGINEER DISTRICT, OMAHA
SUBJECT AREAS FOR INSPECTION
BY CONSTRUCTION DIVISION

Organizational Awareness

Understand Corps of Engineers Vision

Army Values

Mission of:

Omaha District

Construction Division

Organizational Structure

Corps of Engineers

Division

District

Main Business Processes for District

Customer Service

Report with Plant, Base or Post Commander

Support Agreement with Using Service

Supervision

Personnel Standards

Personnel Appraisals

Correspondence Controls

Administration

Organization and Staffing

Workload Project

Operating Budget

Support of Equal Employment Opportunity/Affirmative Action

Candidate Selection

Training Opportunities

Internal Controls

Prevention of Fraud, Waste, Abuse, and Mismanagement

Correspondence

Correspondence File Maintenance

Suspense Log Maintenance

Contracting Officer Representative, Administrative

Contracting Officer, Area Engineer Designation

Serialized Letters to Contractor

Clerk/Stenographic Support

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APP B

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- Government Vehicles/Travel
 - Vehicles
 - Authorization Level
 - Utilization
 - Maintenance
- Travel
 - Justification
 - Authorization
 - Credit Card Utilization
- Training and Professional Development
 - In-House Training Policy
 - Formal Training Policy
- Reference Document Maintenance
- Procurement
 - Requisitions
 - Local Purchase
- Office Automation
 - Computer Personnel
 - Computer Security
 - Hardware/Software
 - Communications
- Consolidated Command Guidance

Preconstruction Functions

- Constructibility Review Procedures
- Constructibility Review Funds Management
- Design Review Conferences
- Plan-in-hand Inspection
- Site Visit by Bidders
- Preconstruction Conference

Construction Functions

- Value Engineering
- Contractor Payrolls
- Safety
 - Phase Safety Planning
 - Safety Exposure Report
- Quality
 - Environmental Protection Plan
 - Quality Control Plan
 - Quality Assurance Plan

Quality Control/Quality Assurance Management

- Coordinating Meeting
- Inspection Reports
- Noncompliance Notification
- Deficiency Tracking System
 - Shop Inspections
 - Government Testing Program
 - Shop Drawings
 - Four-phase Inspection System
 - Technical Library

Progress

- Automated Management Progress Reporting System (AMPRS)
- Construction Work Schedules
- Photographs

Post Construction Functions

Reports

- Contractor Performance Rating
- Architect-Engineer Evaluation

Warranty

Conferences and Inspections

- Prefinal Completion Conferences
- Beneficial Occupancy Policy
- Construction Acceptance Inspection
- Post Completion Inspection (four and nine month)

Transfer to User

- DD Form 1354, Transfer and Acceptance of Military Real Property
- Transfer Documents
- Shop Drawings
- Operating and Maintenance Manuals
- Spare Parts and Tools
- As-built Drawings
- Keys
- Warranty Documents
- Arms and Ammunition Storage Facility Certificates

Contract Administration

Contractor Payment Estimates

Contract Modifications

- Requests for Proposals
- Modification Type Classification
- Negotiations

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- Estimates
- Issuance of Notice to Proceed
- Modification Execution and Processing
- Price Negotiation Memorandum
 - Price
 - Time
- Audit Requests
- Business Clearance Memorandum
- Contract Claims
 - Initial Claim Procedures
 - Technical Analysis Development
 - Disputes Analysis Board (DAB) Participation
 - Procedures for Negotiating Claims
- Variations in Contract Estimated Quantities
- Contract Closeout
- Final Payment
 - Completion Report for Procurement and Supply
 - MRO Form 1506, Substantial Completion Report
 - MRO Form 1581, Final Checklist
 - MRO Form 4480, Accounting Entry/Reference Document
 - ENG Form 93, Payment Estimate Contract Performance

Contract Documents

- Award Documents
- Contract Notice to Proceed
- Government Estimate
- Records of Negotiations
- ENG Form 4288, Submittal Register

Special Contracting Considerations

- Contracting with Small Business Administration
- Relocation Contracts
- Infinite Delivery Contracts
- Cost Reimbursement Contracts

Management Information System

- Network Analysis Systems (NAS)
- Estimating Systems
- Contract Management System

Physical Security

- Incident Reporting

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Clearances
 Government Personnel
 Contractor Personnel
Security Plan

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APPENDIX C
U.S. ARMY ENGINEER DISTRICT, OMAHA
SUBJECT AREAS FOR INSPECTION
BY OPERATIONS DIVISION

Organizational Awareness

Understand Corps of Engineers Vision

Army Values

Mission of:

Omaha District

Construction Division

Organizational Structure

Corps of Engineers

Division

District

Main Business Processes for District

General

Training

Public Relations Program

Work Environment

Project Briefing Books

Very Important Person (VIP) Briefing

Compliance with O&M Manual (Blue Book)

Safety Program

Maximum Physical Security Plan

Hazardous and Toxic Waste Plans

Environmental Initiatives

Environmental Review Guide (ERGO)

Operating Budget and Special Projects Plan

Credit Card Purchases

Inclement Weather Policy

Purchasing Plan

Property Management

Prevention of Sexual Harassment (POSH)

Vehicle Management

Administrative/Management Support

Modern Army Recordkeeping System (MARKS) Procedures

Monthly Narratives

Suspense's

Time and Attendance

Total Army Performance Evaluation System (TAPES)
Automated Data Processing (ADP) Equipment Utilization
Indoctrination of New Employee Procedures
Confidential/Secret Material
Travel Orders and Vouchers
Vehicle Accountability
Signature Authority
Property Accountability
Interaction with the District Office
Operation Maintenance Work Reports (OMWRs)
Operating Budget
Corps of Engineers Financial Management System (CEFMS) PR&Cs
FTE Utilization

Regulatory

Incoming Projects
Utilization of all Types of Permits
Compliance Inspections/Enforcement
Attendance at Interagency Coordination Meetings
Regulatory Analysis Management System (RAMS) entries
Archeological/Lake Support
Geography Information System (GIS)
Meeting Regulatory Command Management Review (CMR) Goals

Maintenance Engineering

Dam Safety
Dam Maintenance, Embankment Maintenance and Shoreline Bank Erosion Protection
Flood Control Structures (Maintenance)
Roof Maintenance
Road Maintenance Program & Bridges
Power Plant Training Program
Operators Overtime and Staffing Requirements
Contract Administration
Pressure Vessel Test Program
Floating Plant
Heavy Engineer Equipment
Cranes and Hoists
Tools, Equipment, Supplies and Parts
Inspection of Completed Works
Mobile Land Plant and Floating Plant

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Operations & Maintenance (O&M) Drawings
Power Plant Control System (PPCS)

Natural Resources Management

Master Plans, Annual Management Plans (AMP), Operation Management Plans (OMP)
Recreation Programs
Fee Collection System
Interpretive Programs
Cultural Resource Programs
Boating & Water Safety Programs
Title 36 Visitor Assistance
Law Enforcement Contracts
Concessionaires
Volunteer Program
Shoreline Management Plans (includes vegetation)
Wildlife Stewardship Programs
Lease Abatement Programs
Boundary Monumentation & Surveys
Encroachments
Natural Resources Management System (NRMS) Updates
Tree Planting Program
Threatening and Endangered (T&E) Program
Pesticides
Sign Program
Interpretive Programs
Customer Service
Special Recreation User Fee (SRUF)

Logistics Management

Preventive Maintenance
Oil Analysis Program
Vehicle Assignments
Vehicle Information Management System (VIMS) Data
Government Services Administration (GSA) Vehicle Requirements
Plant Data Cards
Credit Card Security
Maintenance Records